



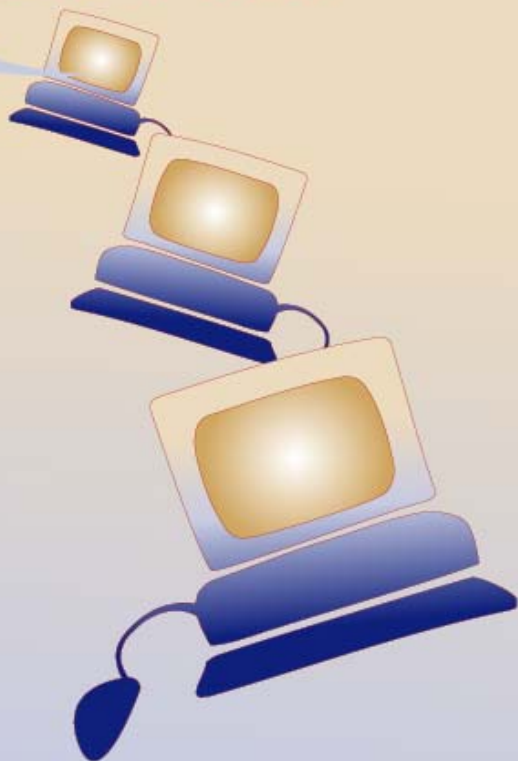
Medical Information Reporting for California

Privacy and Security Updates

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***Office of Statewide Health Planning and Development
(OSHPD)***



Security Procedures

- Controls to protect information from:
 - unauthorized access
 - browsing
 - destruction
 - modification
 - disclosure

User Agreement Form

- All facilities and designated agents must complete the MIRCAl User Agreement form
 - prior to your MIRCAl access of your data
- Hospital Administrator
 - Assign up to 7 users
 - Up to 3 of these can be user account administrators

Benefits of Security Procedures

- Address all aspects of data handling, including:
 - origination
 - input
 - processing
 - output in all forms

Work Behavior Practices

- Information Security Officer
- Common Sense Controls
- Notice of Privacy
- Privacy Officer

Notice of Privacy

- Posted in conspicuous places
 - Obtain personally identifiable data only through lawful means
 - Specify reasons for collection
 - Do not disclose, make available, or use
 - Secured against loss, damage, modification, and unauthorized disclosure



Benefits of Behavior Practices

- Address all aspects of authorized access
- Report security violation and concerns to Information Security Officer (ISO)
- More awareness and safety precautions

Privacy Procedures

- Controls to determine approval for use of patient level data
 - Review Process
 - Applicable laws
 - Final Review
 - Shipping Process
 - Retrieval Process

Forms

- Request for Nonpublic Patient Level Data
- Specification Form
- Justification Form
- Contractor/Agent Form
- Agreement Form
- Staff Analysis Form
- Internal Review Recommendation
- Approval Memo from Deputy Director to staff
- Approval Letter to the requester

Benefits of Privacy Procedures

- Privacy Procedures address all aspects of releasing and retrieving data
 - written procedures
 - business practices in handling requests
 - clear instructions for requesters
 - person's right to privacy from misuse

Reassurance

- Security
- Work Behavior
- Privacy
- Question?
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